

Sealed Tenders are hereby invited from the agencies, bonafide dealers or authorized vendors for supply of books for the Library of Durgapur Women's College, Pashchim Bardhaman. Rate should be inclusive of GST, delivery charges, excise duty (where necessary) and all other charges, if any. The intending suppliers should submit GST registration certificate, PAN, valid trade license, bank account details. Bills and challans in triplicate should be submitted for final payment after delivery on as the case may be successfully commissioning to the undersigned for payment.

The tender committee and the undersigned reserve the right to accept or reject any tender without assigning any reason whatsoever.

- I. Tenders must be in sealed covers, superscripted "Tender for Supply of Books at Library, Durgapur Women's College" and the name of the tenderer should be on the left hand side of the sealed cover.
- II. The prices should never exceed the MRP normal market rate.
- III. All payments will be made as per RUSA 2.0 norms.
- IV. The articles obtained from other sources will be at the contractor's risk and the cost so incurred over and above the contract rates shall be paid by the contractors.
- V. College reserves the right to procure books from different tenderers depending upon their quoted price for specific books.

### **Specification of the Items to be Tendered**

Provided in attachment in Annexure I

### **Schedules/Important dates**

Bid submission start date: 08.02.2019.

Closing date of submission of bid: 06.03.2019 (up to 12 noon)

Opening of bid: 08.03.2019 at 12 noon

No bid will be accepted after the stipulated date and time. Bidder may remain present on at 12 noon on the bid opening day.

**Address for communication/submission of bids in drop box at** Office of the Principal, Durgapur Women's College, Mahatma Gandhi Road, Durgapur-713209.

**Delivery of books at** Library, 1<sup>st</sup> Floor, Durgapur Women's College, Mahatma Gandhi Road, Durgapur-713209.

**Risk Purchase and Penalty** In the event of failure to supply the articles intended for within the stipulated time, it shall be deemed that the contractors are unable to supply the requisitioned articles.

Principal  
Durgapur Women's College

Mahatma Gandhi Road  
Durgapur-713209

General Terms and Conditions:

1. All the intending tenderers are requested to verify the item with specification prior to submission of tender.
2. Throughout the tender document the term "Supplier" shall mean successful tenderer.
3. Latest paperback edition will be treated as priority, where the editions are not mentioned.
4. In case of equal price bids in any items, supplier would be selected either on basis of the credential of the respective vendors or negotiation
5. This notice inviting tender will be treated as part of the tender document
6. Catalogue should be attached with the tender.
7. Attached annexure I, II, III, should be duly filled and submitted.
8. In case of any day, meant for this tender, appears to be an unscheduled holiday, the next working day will be treated as scheduled- prescribed day for the same purpose.
9. No pre conditioned tender will be accepted.
10. PENALTY CLAUSE: in case of any delay in delivery of the items within the time period , tendering committee will have the right to charge penalty for late delivery @ 5% of the contract value per week.
11. Institute will not be responsible for any postal delay.
12. Partial tenders will not be considered.
13. Rates should be valid for at least six months from the last date of receipt of the tender.
14. Any complaint regarding uploaded tender should be informed to the undersigned in writing at least seven day before the closing date of the bid.
15. The price schedule should reflect all freight charges and the taxes levied included. .  
Any subsequent notice regarding this tender shall be uploaded on the website only

Principal  
Durgapur Women's College

Mahatma Gandhi Road  
Durgapur-713209

Annexure –II

Sl No	Particular	
1	Name of the company/ Organization	
2	Registered office address and complete postal address	
3	Telephone and e mail id	
4	Type of Organization/ Firm(Property/ Partnership/ Pvt. Ltd./Public Ltd.) (Tender has to provide relevant documents establishing the fact that they are partnership/ joint/ limited/ sole property company)	
5	Date of establishment and experience in business	
6	GST number	
7	PAN	
8	Bank account details	
	Account holder's name	
	IFS Code	
	Account Number	

Annexure –III

Check list of documents to be enclosed

Sl No	Description	Enclosed (Yes/ No)
01	Registration certificate of the company issued under the company act or by any other competent authority in the case of proprietary / Partnership firm etc	
02	Copy of GSTIN Registration number	
03	Copy of PAN	
04	Self-certificate that the bidder has never been black listed by any government department or any other agency/ establishment	
05	Income tax submission and filing proof for last three years	
06	Supply credentials from at least 2 reputed organizations.	

Note: The tender of the bidders which do not comply with the enclosures as per annexure II may summarily be rejected.

Signature

Name and full address of the tenderer

Phone Number

Email Id

Office Seal of the tenderer